



FoFC is seeking a Treasurer

Summary

Friends of Friendless Churches (FoFC) is seeking an experienced Treasurer to join its Board of Trustees and provide strategic oversight of the charity's finances, investments, risk management and long-term sustainability.

FoFC is a national heritage charity that rescues, preserves and cares for historic churches and chapels across England and Wales that are no longer required for regular worship. The charity owns and manages a growing portfolio of 72 historic places of worship, supports conservation projects, and enables public access to this important heritage. We are apolitical and non-denominational.

In 2025-26, the charity generated a total income of £2.79 million, held significant investment assets and incurred total expenditure of £3.22 million, reflecting the charity's substantial investment in the repair, conservation and care of historic places of worship. The charity employed four staff members during the year and was supported by 160 volunteers. Governance was provided by a board of 14 trustees who met four times for routine meetings. Trustees are also active on various sub-committees of the board.

As Treasurer, you will play a key role in helping the Board ensure the charity's financial resources are managed prudently and effectively to support its mission for future generations.

About the Role

The Treasurer is a Trustee of Friends of Friendless Churches and provides leadership and assurance on financial matters. Working closely with the Chairman, Director, finance staff, external book-keepers, auditors and investment advisers, the Treasurer supports the Board in fulfilling its legal and fiduciary responsibilities.

The role combines strategic financial oversight with charity governance and is suited to a finance professional who wishes to contribute their expertise to the protection of the nation's historic built heritage.

Key Responsibilities

Financial Governance

- Provide strategic oversight of the charity's financial position, performance and sustainability.
- Ensure that the Board receives timely, accurate and understandable financial information.
- Monitor financial performance against budgets and strategic objectives.
- Review management accounts, annual budgets and long-term financial plans.
- Ensure appropriate financial controls, procedures and delegations are maintained, and that the recommendations of the external auditors are taken into consideration.
- Support the development and monitoring of financial policies including reserves and investments.

Board and Trustee Responsibilities

- Serve as an active member of the Board of Trustees.
- Advise fellow trustees on financial implications of strategic decisions.
- Support trustees in understanding charity finances and key risks.
- Assist the Board in ensuring compliance with charity law, company law, accounting standards and Charity Commission requirements.

Risk and Investment Oversight

- Chair and lead on the Board's consideration of financial risks and opportunities.
- Monitor investment performance and liaise with investment advisers.
- Review at least annually the strategic context within which the brokers are delegated to operate.
- Ensure appropriate safeguards are in place to protect the charity's assets and reserves including policies of insurance where available and affordable.
- Support the Board in balancing investment returns with the charity's conservation objectives.

Annual Accounts and Audit

- Working with FoFC staff, oversee preparation of the annual statutory accounts and Trustees' Report.
- Act as the principal trustee contact for external auditors.
- Present and explain the annual accounts to the Board and to members at the FoFC's AGM.
- Ensure compliance with relevant accounting and reporting requirements.

Strategic Leadership

- Support the Director and Board in evaluating major conservation projects and capital expenditure.
- Provide financial input into fundraising, grant applications and income diversification initiatives.
- Help ensure that financial planning reflects the long-term stewardship responsibilities associated with a portfolio of historic churches.
- Encourage a culture of financial responsibility and sound decision-making across the organisation.

Person Specification

Essential Experience

- Senior-level experience in finance, accounting, audit, investment, banking or a related discipline.
- Experience of interpreting and explaining financial information to non-financial audiences.
- Understanding of financial controls, budgeting and risk management.
- Experience contributing to strategic decision-making.

Desirable Experience

- Professional accountancy qualification (ACA, ACCA, CIMA, CIPFA or equivalent).
- Experience as a charity trustee, treasurer or non-executive director.
- Understanding of charity finance and Charity Commission regulation.
- Experience of investment oversight, endowment management or reserves management.
- Knowledge of the heritage, conservation, property or cultural sectors.

Time Commitment

We anticipate this role will require a commitment of approximately 1-2 days per month, which includes:

- Attendance at quarterly Board meetings; ad hoc online meetings; Trustees' Tour; and AGM.
- Chairing the biannual Finance, Audit and Investment Committee.
- Reviewing management accounts and audited annual accounts.
- Meetings with the Chair, Director, auditors and investment broker as required.

Trustee Responsibilities

In addition to the Treasurer's specific duties, the postholder will share collective responsibility with the Board for:

- Setting the charity's strategy and priorities.
- Protecting the charity's assets and reputation.
- Ensuring compliance with legal and regulatory obligations.
- Safeguarding charitable resources.
- Monitoring organisational performance and risk.
- Promoting the charity's mission and values.

Remuneration

This is a voluntary role and is thus unpaid. Any expenses incurred in fulfilling Trustee activities would be reimbursed.

Terms of office

The post is offered initially on a 5-year term. After this, there is the possibility of re-election for a further 5 years.

For a person providing a critical or exceptional contribution and who wishes to remain on the Board, there is the possibility of a further 5 years in post.

The maximum possible term of office that a Trustee can serve is 15 years.